

## **GMP<sup>+</sup> Certification Scheme Animal Feed Sector 2006**

### **HYGIENE CODE for INLAND WATERWAY TRANSPORT Feed and Food**

#### **GMP<sup>+</sup> Standard B4.3**

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# HYGIENE CODE for INLAND WATERWAY TRANSPORT

## 1 GENERAL

### 1.1 Introduction

#### General

The requirements for the hygienic transportation of raw materials for feed materials and foodstuffs and not changed greatly over time. It was always expected that the carrier was to transport products from which animal feed and foodstuffs were to be made without any risk to the users. That is in principle also the aim of this code, namely: 'to transport a product without any danger to feed or food safety'. The difference now is that it has been recorded how a product can be safely transported and there is a description of how that must take place.

#### Scope

It is important for inland waterway transport that a code is drawn up which applies to all transportation of foodstuffs, feed materials, compound feeds, premixes, medicated premixes and additives by inland waterway vessel. In consultation with the Government (see Appendix 3: national legislation; 1) a statement has been drawn up of how the transportation of the above-mentioned products must be carried out. A distinction has been made among tanker vessels, dry loading vessels and container vessels.

### 1.2 Hygiene code

#### Why is a hygiene code necessary?

Foodstuffs, feed materials, compound feeds and premixes must be transported hygienically within the framework of animal feed and food safety. This hygiene code has been drawn up for that purpose. The delivery of a safe product to the consumer is determined in the whole process from the grower of the product to the refrigerator of the consumer. The Government has adopted strict hygiene requirements for this (see Appendix 3: national legislation; 2). In addition to these general hygiene requirements it is expected of all the links in the animal feed and foodstuffs chain that they examine the possible risks which may lead to an unsafe product. The purpose of a hygiene code is to indicate what the possible risks are and then which actions are expected of those involved with respect to that item. This means that those involved do not have to list the risks themselves.

The Inland Waterway Hygiene Code provides instructions whereby vessels comply with the minimum requirements for the transport of the above-mentioned products. Agreement has been reached with the Government on the measures to be taken. If you work in accordance with the procedures and working instructions prescribed in this Code then you will be complying with the Government provisions. This Hygiene Code fulfils the Royal Decree on Self Regulation in Belgium and the comparable legislation and regulations in the Netherlands.

## 1.3 HACCP

### What is HACCP?

The HACCP system is a major foundation for this Hygiene Code. HACCP stands for Hazard Analysis & 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 Directive on food hygiene (93/43/EG) and has been included in the national legislation (see Appendix 3: national legislation; 3). 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 (see Appendix 3: national legislation; 4).

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 (see Appendix 3: national legislation). The client is also obliged to ensure safe transport of the above-mentioned products. The carrier will therefore require from him that a certified audit company is appointed to inspect the agreed guidelines of the Hygiene Code.

## 1.4 Hazards analysis

### 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 (see Appendix 3: national legislation; 5). The consumer is the focus of this. The product to be consumed must be safe. The use of contaminated products can have serious consequences to public health and may lead to the carrier being held liable.

The danger of contamination can be sub-divided into (see Appendix 3: national legislation; 6).

- Cross-contamination: contamination due to the loading of different products together

- Contamination due to transport rotation: Transporting different products after one another
- Environmental contamination: Contamination due to unsatisfactory cleaning or maintenance, walking through the load, bird droppings, etc.

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

- 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).
- 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 Inland Waterway Hygiene Code. This analysis has already been carried out so that when using the Hygiene Code only the steps indicated in the code have to be followed. The following data was used in examining the hazards:

**Step 1: Setting up of a (condensed) flow chart for transport by inland waterway vessel**

See the description of this process in Chapter 2.1.

**Step 2: Inspection of critical control points (CCP) and attention points (AP) during the process of loading, transport and storage.**

This inspection is summarised in work plans 6, 7 and 8.

**Step 3: Estimation of hazard class**

Use is made for this of the following risk estimation table

HAZARD	RISK	PREVENTION
THEORETICAL	NO RISK	---
LIMITED HAZARD	LIMITED RISK	AP + VERIFICATION
HAZARD PRESENT NOT A CRITICAL HAZARD	RISK PRESENT BUT NOT A CRITICAL SITUATION	AP + GENERAL MEASURES
CRITICAL HAZARD	CRITICAL	<b>CCP</b> + PROCEDURE

HAZARD CLASS	PREVENTIVE MEASURES VERIFICATION YES/NO	AP / CCP
CRITICAL	SPECIFIC PROCEDURES VERIFICATION YES	<b>CCP</b>
NOT CRITICAL ATTENTION REQUIRED	GENERAL PROCEDURES VERIFICATION YES	AP
ATTENTION REQUIRED NO REGULATED PROCEDURES	GENERAL MEASURES VERIFICATION YES	AP
NO ATTENTION THEORETICAL RISK	GENERAL MEASURES NO VERIFICATION	---

## 1.5 Critical Control Point (CCP)

### 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 (see Appendix 3: national legislation; 7).

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). If there is a reference in this Code to a CCP then this is a CCP in the HACCP system.

The control of the process of transshipment and transport must be done per section via the established critical points. It will be necessary to establish where the critical control points are located (see Appendix 3: national legislation; 8) and which preventive measures must be taken (see Appendix 3: national legislation; 9). 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 (see Appendix 3: national legislation; 10).

A number of critical control points have been established throughout the whole transport process. These are all specified in the loading plan (Work Plan 6,7,8).

## 1.6 Scope

### In which areas does the Code apply and how should the Code be used?

This Hygiene Code is for now specifically applicable to the transport of foodstuffs, feed materials, compound feeds and premixes by inland waterway vessels. The processes before loading and after unloading of the products do not fall under this code. All inland waterway vessels which transport these products and which do not have their own HACCP system should use this code. The text of the code, including the work plans used, must be available on the ship. The completed work plans must be kept for at least two years (unless determined otherwise in national legislation). In the event of an audit by the officials whose task it is to supervise it must be demonstrated that work is done in accordance with the Hygiene Code. The shipper is obliged to hand over the relevant documents (such as the completed work plans).

The procedures described in this Hygiene Code (work plans) are a detailing of the legal provisions which apply to the handling and the transport of the above-mentioned products. They are therefore procedures and instructions which are aimed the protection of public health. If the instructions are not complied with then these legal provisions have been contravened (see Appendix 3: national legislation; 11). If the procedures described in the Hygiene Code are followed then it is assumed in principle that there is also compliance with the legal provisions.

## **1.7 Commodities Act (see Appendix 3: national legislation; 12).**

### **What is the role of the Government?**

HACCP is a legal obligation. Companies which transport and/or tranship the above-mentioned products are obliged to do so in accordance with a system which is based on HACCP. This Code is a further detailing of a legal obligation and is as such normative and is used in the audit by the Government. The changes made by the Minister to the regulation and any amendments to the Hygiene Code will be sent to the users. Periodically (every four years), an evaluation (usability and technical completeness) and renewed approval of this document will take place. You will be informed of this.

## 2 WORK PLANS

### 2.1 Introduction

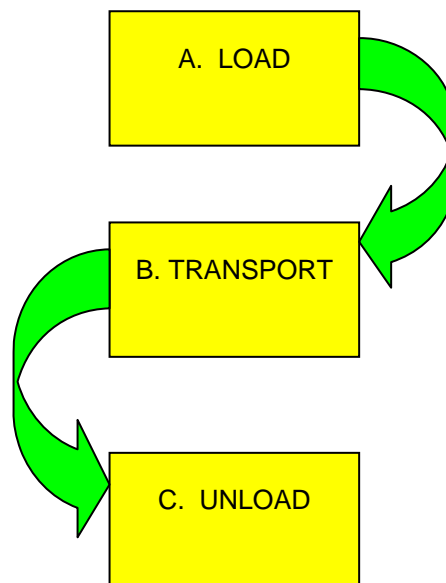
Animal feed and foodstuffs are especially sensitive to contamination and pollution. The health of the consumer is at risk if products are not transported responsibly and hygienically. This chapter describes how products should be handled during loading and unloading.

Important general requirements are:

- Products may not be contaminated from outside (contamination by another load or contamination by a previous load).
- 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** using **prevention**.
2. **Work properly** by **controlling** the process
3. **Administrate properly** using **registration**.

## 2.2 Prevention

### **How is animal feed and foodstuff safety assured during the transport process?**

The method of working in this Hygiene Code 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 mean that the vessel is only used for the transport of the above-mentioned products. 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 Hygiene Code 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.

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

The first work plan is a work plan in which the possibility of dedicated transport is described (see Appendix 3: national legislation; 13). This means that the vessel involved transports either only foodstuffs or only foodstuffs, feed materials, compound feeds and premixes. 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 (see Appendix 3: national legislation; 14). These compartments should be of good quality and well maintained (see Appendix 3: national legislation; 15). Vermin should be prevented from contaminating the products. When inspecting these loading compartments in advance use is made of Work Plan 2 (Loading Compartments Inspection - form). The inland waterway carrier has the duty to report his previous loads on this form.

The principal or the owner of the goods will have the loading compartments inspected before loading by an audit company certified for that purpose. It is a legal obligation that this work plan is used and recorded for each load of the above-mentioned products. 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 shipper / captain 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 animal feed see Work Plan 9b, Appendix 2) (see Appendix 3: national legislation; 16). Registration of the cleaning takes place in accordance with Work Plan 14. The material which comes in contact with the products or which could do so (for example sampling material) must also be regularly cleaned (see Appendix 3: national legislation; 17). Cleaning agents should be so-called 'food grade' products. Work Plan 5 has been drawn up for the cleaning of loading compartments.

## **2.3 Control**

**How is animal feed and foodstuff 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 (see Appendix 3: national legislation; 18). As stated above, the transportation 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).

### **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), should be particularly avoided. The following plans have been drawn up for this: Work Plan 9, (permitted prior loads, and Work Plan 10 (prescribed temperatures). The cleaning of the loading compartments and the temperature recordings are CCPs.

### **Work Plan 11 – Identification and traceability (not applicable to fixed bulk goods only intended for animal feed)**

It is important to know that natural raw materials form the main part of the products which fall under animal feed and food safety in inland waterway transport. In connection to the identification of products with any contamination, a representative sample should be taken from each batch. If the interested parties do not take samples from a load then the shipper may do this. These samples should be kept if sealed for a minimum of six months and if not sealed for a minimum of three months so that if there are problems which relate to animal feed or food safety then it can always be seen from sample inspection where any damage has been caused. Work Plan 11 was specially made for the sampling of products.

### **Work Plan 12 – Protest letter**

Regular checks must be carried out to establish whether the control points remain within the determined norms and limit values for animal feed and foodstuff safety. The instruments used for this must be calibrated. These measurements must be carried out by a certified audit company approved by the Product Board Animal Feed or Ovocom on the orders of the owner or the parties having an interest in the load.

The carrier is responsible for any contamination of the goods which may mean a hazard to the animal feed or foodstuff 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 'non-conformity form'. Use is made in the Hygiene Code of a quality improvement form, Work Plan 13.

## 2.4 Registration

### **How is animal feed and foodstuff 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 shipper is responsible for the safe transport of the animal feed and foodstuff 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 captain or shipper makes records in accordance with all the procedures and instructions in the Inland Waterway Hygiene Code.

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

All data should be recorded in writing partly for the purpose of proper traceability (see Appendix 3: national legislation; 20). 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 11 (sampling of products) and Work Plan 12 (quality improvement form) are the main documents to be registered. Registration is a legal obligation of which you will 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 the checking on whether 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. This 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 Hygiene Code. 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 Hygiene Code will then be sent round to all captains, shippers, shipping company operators and carriers which use this code. The procedure for changing the procedures and instructions in the Hygiene Code have been laid down in Work Plan 16

## 2.5 List of Work Plans

- Work Plan 1** - Dedicated transport  
General information on the product groups which are transported and the 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** - Transportation  
General procedure for transportation
- Work Plan 8** - Unloading  
General procedure for unloading
- Work Plan 9** - Previous loads  
Procedure for permitted previous loads
- Work Plan 10** - Prescribed temperatures  
Procedure for minimum & maximum temperatures of the load
- Work Plan 11** - Identification  
Procedure for sampling the products to be transported (form)
- Work Plan 12** - Protest letter  
Procedure for submitting a protest
- Work Plan 13** - Handling complaints  
Procedure for quality control and complaints
- 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 Hygiene Code

**HACCP- WORK PLAN 1a Foodstuff**

**PRODUCTS AND PRODUCT GROUPS**

**OBJECTIVE:** 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 foodstuffs or raw materials for foodstuffs leads to 'dedicated' transport. Vessels which can make this declaration comply (in principle) with a number of requirements in the HACCP legislation.

**SPECIALISATIONS** : TRANSPORT BY INLAND WATERWAY VESSEL

**VESSEL'S 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 THERE IS ELIGIBLE FOR THE DECLARATION:

**'ONLY FOR FOODSTUFFS'**  
or words with a similar meaning

**PRODUCTS** : IN PRINCIPLE ALL FOODSTUFFS AND RAW MATERIALS FOR FOODSTUFFS 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 FOODSTUFFS ONLY IN VERY SMALL PERCENTAGES.

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

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

.....

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

.....

**HACCP WORK PLAN 1b Animal feed**

**PRODUCTS AND PRODUCT GROUPS**

**OBJECTIVE:** 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 premixes leads to 'dedicated' transport. Vessels which can make this declaration comply (in principle) with a number of requirements in the HACCP legislation.

**SPECIALISATIONS** : TRANSPORT BY INLAND WATERWAY VESSEL

**SHIP'S 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 THERE IS ELIGIBLE FOR THE DECLARATION:

**'ONLY FOR ANIMAL FEED', AGRI Only**  
or words with a similar meaning

**PRODUCTS** : IN PRINCIPLE ALL FEED MATERIALS, COMPOUND FEEDS AND PREMIXES 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 2a**

**LOADING COMPARTMENT INSPECTION (LCI) TANKER TRANSPORT**

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

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

**LOADING PLACE** : ..... **DATE** :  
.....

**PRODUCT DESCRIPTION** : ..... **TEMP** : ..... (**CCP1**)

**GENERAL CHARACTERISTICS OF LOADING TANKS**

- \* NUMBER OF LOAD COMPARTMENTS ..... (**CCP4/6**)
- \* EMPTY (free of load residues) YES/NO ..... (**CCP3**)
- \* CLEAN (free of contaminants) YES/NO ..... (**CCP5**)
- \* DRY (free of liquids) YES/NO ..... (**CCP5**)
- \* ODOUR-FREE (free of abnormal odours) YES/NO .....
- \* CLOSABLE (covering of goods) YES/NO .....

**MICROBIOLOGICAL, CHEMICAL & PHYSICAL PROPERTIES**

- \* 3 PREVIOUS LOADS (**CCP3**)
  - 1 .....
  - 2 .....
  - 3 .....
- \* TYPE OF HEATING STEAM / HOT WATER / THERMAL OIL
- \* CLEANING PROCEDURE YES/NO ..... (**CCP2**)
- \* PRESENCE OF VERMIN YES/NO .....
- \* METALS YES/NO .....
- \* GLASS YES/NO .....
- \* OTHER YES/NO .....

**APPROVED** YES/NO .....

**NAME OF INSPECTOR** : .....

**DETAILS** : .....  
.....  
.....

**HACCP WORK PLAN 2b**

**LOADING INSPECTION DRY LOAD - TRANSPORT**

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

**LOADING COMPARTMENT INSPECTION REPORT (LCI)**

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

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

		GMP ALLOWED GMP-toegelaten GMP-admis	
PREVIOUS CARGOES* : Vorige ladingen* : Chargements precedents* :	LAST / Laatste / Dernier	YES Ja / Oui	NO Nee/Non
	2ND / 2de / 2ème	YES Ja / Oui	NO Nee/Non
	3RD / 3e / 3ème	YES Ja / Oui	NO Nee/Non
<b>CLEANING :</b>			
Reiniging : Nettoyage :	DRY / droog / sec	YES Ja / Oui	NO Nee/Non
	WITH WATER / met water / à l' eau	YES Ja / Oui	NO Nee/Non
	WATER + DETERGENT / water + detergent / eau + détergent	YES Ja / Oui	NO Nee/Non
	WATER + DETERGENT + DESINFECTION water + detergent + desinfectie / eau + détergent + désinfection	YES Ja / Oui	NO Nee/Non
<b>RESULTS :</b>			
Bevindingen / Résultats :	EMPTY / Leeg / Vide	YES Ja / Oui	NO Nee/Non
	CLEAN / Zuiver / Propre	YES Ja / Oui	NO Nee/Non
	DRY / Droog / Sec	YES Ja / Oui	NO Nee/Non
	FREE FROM ODOUR / Geurloos / Sans odeur	YES Ja / Oui	NO Nee/Non
	FREE FROM INSECTS / Vrij van ongedierte / Exempt de vermine	YES Ja / Oui	NO Nee/Non
	FREE FROM REMNANTS OF PREVIOUS CARGOES / Vrij van vorige ladingresten / Sans restes de chargements antérieurs	YES Ja / Oui	NO Nee/Non
	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
<b>FINAL RESULT :</b> Resultaat / Résultat :	ACCEPTED FOR LOADING Goedgekeurd om te laden / Accepté à charger	YES Ja / Oui	NO Nee/Non
<b>REMARKS / Opmerkingen /</b> Remarques			

SURVEYOR'S NAME : \_\_\_\_\_ THE CAPTAIN : \_\_\_\_\_  
 De controleur / Le controleur : \_\_\_\_\_ 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 2c**

**LOADING INSPECTION CONTAINER TRANSPORT**

**OBJECTIVE:** Establishing possible hazards by obtaining information & carrying out inspections of the state of the loading compartments (containers) and ensuring that these hazards are recognised and possible contamination is prevented.

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

**LOADING PLACE** : ..... **DATE** :  
.....

**PRODUCT DESCRIPTION** FOOD/FEED .....

**GENERAL CHARACTERISTICS** CONTAINER NUMBER(S) :  
.....  
TEMP COOLER CONTAINER : (CCP1)  
OUTSIDE CONDITION : .....

3 PREVIOUS LOADS (CCP3) 1 .....  
2 .....  
3 .....

**MICROBIOLOGICAL, CHEMICAL & PHYSICAL PROPERTIES**

As the products are supplied and received in containers it is not possible to determine the microbiological, chemical and/or physical characteristics during transport and transhipment.

**APPROVED** YES/NO .....

**NAME OF INSPECTOR** : .....

**DETAILS** : .....  
.....  
.....

**HACCP WORK PLAN 3**

**PERSONAL HYGIENE ON BOARD**

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

The shipper / captain should ensure that the necessary hygiene and safety is taken into consideration on board.

## **HACCP WORK PLAN 4**

### **GENERAL HYGIENE PROCEDURE**

**OBJECTIVE:** Preventing any harmful influence on the animal feed or foodstuff safety of the products to be transported.

1. Both the captain / shipper and his personnel must be aware of the legislation relating to hygienic working during loading, transport and unloading of the goods (see Appendix 3: national legislation).
2. The captain / shipper should supervise his personnel during their activities on board.
3. 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 from the disinfectants used for combating vermin. The disinfectants used must be recorded in the logbook.

**HACCP WORK PLAN 5a**

**GENERAL CLEANING PROCEDURE FOR TANKER VESSELS**

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

**PROCEDURE**

If necessary (depending on the previous load) the loading tanks of the tanker vessel will be cleaned in accordance with the following procedure (**CCP3/5**):

1. Loading compartments will be washed with hot or cold water depending on the product which has been unloaded.
  - Cold water is used for products which do not solidify.
  - Hot water is used for products which do solidify.
2. The water is sprayed by way of a 'butter wash installation' or similar under high pressure (c. 6 bar), into the loading compartments.
3. This 'washing water' is sucked out using the loading pump and pumped into the 'swill tanks'.
4. Cleaning agents other than 'Food Grade' agents may not be used.
5. There should always be an inspection of the loading compartments before loading. This must be done by a certified audit company.

## HACCP WORK PLAN 5b

### GENERAL CLEANING PROCEDURE FOR DRY LOADING VESSELS

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

### PROCEDURE

If necessary (depending on the previous load, see Work Plan 9b, Appendix 2) the loading tanks of the vessels will be cleaned in accordance with the following procedure (**CCP3/5**):

1. The compartments will be fully emptied and swept out clean.
2. Depending on the previous load the compartments will be handed over brushed clean.
3. Depending on the previous load the compartments will be cleaned with detergent and/or sprayed with water.
4. If the compartments are dry then the vessel is ready for a new load.
5. There should always be an inspection of the loading compartments before loading. This must be done by a certified audit company.

**HACCP WORK PLAN 5C**

**GENERAL CLEANING PROCEDURE FOR CONTAINER VESSELS**

**OBJECTIVE:** The prevention of possible contamination by components which are undesirable for animal feeds and foodstuffs through proper, expert cleaning of the loading compartments (containers).

**PROCEDURE**

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

Deviations from this rule 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 "LOADING"

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

#### LOADING PLAN

<b>CONTROL POINTS</b>	<b>No.</b>	<b>NORMS</b>	<b>CHECK</b>	<b>CORRECTIVE ACTIONS</b>
ORDER SPECIFICATION	AP 1	Document (Work Plan no. 2a,b,c)	After receipt of order	Inform Client
TEMPERATURE of PRODUCT	<b>CCP 1</b>	Permitted temperatures (Work Plan no. 10a,b,c)	Before loading	Allow batch to warm up & inspect before receipt (Work Plan no. 2a,b,c)
GENERAL HYGIENE MEANS OF TRANSPORT	<b>CCP 2</b>	Cleaning procedure (Work Plan no. 5a,b,c)	Before loading	Clean again & inspection (Work Plan no. 2a,b,c)
GENERAL CONTAMINATION CHANGE OF TRANSPORT	<b>CCP 3</b>	Previous loads (Work Plan no. 9a,b,c)	Before loading	Cleaning procedure (Work Plan no. 5a,b,c) & Inspection (Work Plan no. 2a,b,c)
SEPARATION of DIFFERENT PRODUCTS	<b>CCP 4</b>	Separate storage in vessel	Before loading	Inform client & inspection (Work Plan no. 2a,b,c)
SPECIFIC CONDITION LOADING COMPARTMENTS	<b>CCP 5</b>	Dry & clean	Before loading	Cleaning procedure (Work Plan no. 5a,b,c) & Inspection (Work Plan no. 2a,b,c)
CONTAMINATION DURING LOADING	<b>CCP 6</b>	Proper separation	During loading	Inform client & inspection (Work Plan no. 2a,b,c)

**HACCP WORK PLAN 7**

**HACCP PLAN for "TRANSPORT"**

**OBJECTIVE:** 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.

**TRANSPORT PLAN**

<b>CONTROL POINTS</b>	<b>No.</b>	<b>NORMS</b>	<b>CHECK</b>	<b>CORRECTIVE ACTIONS</b>
TEMPERATURE of PRODUCT	AP 2	Permitted temperatures (Work Plan no. 10a,b,c)	During Transport	Inform Client
CONTAMINATION DURING TRANSPORT	AP 3	Proper separation	During Transport	Inform Client

**HACCP WORK PLAN 8**

**HACCP PLAN for "UNLOADING"**

**OBJECTIVE:** 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.

**UNLOADING PLAN**

<b>CONTROL POINTS</b>	<b>No.</b>	<b>NORMS</b>	<b>CHECK</b>	<b>CORRECTIVE ACTIONS</b>
TEMPERATURE of PRODUCT	AP 4	Permitted Temperatures (Work Plan no. 10a,b,c)	Before Unloading	Inform Client
CONTAMINATION DURING UNLOADING	AP 5	Separate Unloading	During Unloading	Inform Client

**HACCP- WORK PLAN 9a Foodstuff**

**PERMITTED PREVIOUS LOADS IN THE TANKER TRAFFIC**

**OBJECTIVE:** Preventing by way of guidelines the contamination of foodstuffs by undesirable previous loads.

These guidelines apply to tanker vessels which do not comply with the requirements for 'dedicated' transport in accordance with Work Plan 1

1. Guideline for products which still have to go through a processing stage:
  - a) Tanker vessels equipped with stainless steel or properly coated 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) Tanker 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) Tanker vessels equipped with stainless steel or properly coated 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) Tanker 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 foodstuffs.**

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

**HACCP- WORK PLAN 9a Animal Feed**

**PERMITTED PREVIOUS LOADS IN THE TANKER TRAFFIC**

**OBJECTIVE:** Preventing by way of guidelines the contamination of animal feed by undesirable previous loads.

These guidelines apply to tanker vessels which do not comply with the requirements for 'dedicated' transport in accordance with Work Plan 1

3. Guideline for products which still have to go through a processing stage:
  - a) Tanker vessels equipped with stainless steel or properly coated compartments:  
After thorough cleaning by an expert company (tank cleaning) only raw materials for foodstuffs or premixes 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) Tanker vessels equipped with iron (mild steel) loading compartments:  
After thorough cleaning by an expert company (tank cleaning) only raw materials for foodstuffs or premixes 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) Tanker vessels equipped with stainless steel or properly coated loading compartments:  
After thorough cleaning by an expert company (tank cleaning) only feed materials or premixes 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) Tanker vessels equipped with iron (mild steel) loading compartments:  
All previous loads must have been feed materials, compound feeds or premixes or the vessel should have loading compartments which were built for the transport of feed materials, compound feeds or premixes.

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

## HACCP WORK PLAN 9b

### PERMITTED PREVIOUS LOADS IN DRY LOADING TRANSPORT

**OBJECTIVE:** Preventing by way of guidelines the contamination of animal feed and foodstuffs by undesirable previous loads.

These guidelines apply to inland waterway vessels which do not comply with the requirements for 'dedicated' transport in accordance with Work Plan 1

1. If the previous three loads were foodstuffs, feed materials, compound feeds or premixes then "swept clean" handover is sufficient with respect to the product to be loaded in terms of animal feed and foodstuff safety. An inspection of the loading compartment must always have taken place.
2. If one of the three previous loads was neither a foodstuff, a feed material, compound feed or premix then the vessel must be cleaned (Work Plan 5b) and the loading compartments must be inspected (Work Plan 2b).
3. If there is microbiological contamination of the vessel the loading compartments involved must be disinfected.
4. If the last previous load appears on the list of 'forbidden previous loads' (see Appendix 1) then the vessel is not suitable for the transportation of foodstuffs, feed materials, compound feeds or premixes.

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

- a. 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
- b. assessment at the expense of the company of the loading area after the above cleaning and disinfection by a certified control body  
The controlling body will use a log book to find out which previous loads have been transported and which cleaning and disinfections have been carried out. The loading area of the vehicle is then visually checked for any residue, especially in places that are difficult to clean.
- c. 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 foodstuffs.

## Appendix 1

### LIST OF PROHIBITED PREVIOUS LOADS

This list serves only as an example and states a number of obvious prohibited previous loads. The list is not exhaustive. Even if the vessel has been cleaned in accordance with the code information must be obtained about the hazards of the previous loads

- Skins and waste treated with tanning extracts.
- Seed, plant material from other vegetable cultivation material which is treated with phyto-pharmaceutical products (question: isn't all cultivation material treated with phyto-pharmaceutical products?) .
- Wood or sawdust processed with wood processing material.
- Sludge from water purification plants.
- Domestic waste
- Packaging material from products in the foodstuffs 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
- Microbiologically contaminated products (Salmonella, mycotoxins)
- 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 (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, additives and premixes which contain such products).

## Appendix 2

**for transport of feed materials, premixes and compound feeds by inland waterway**

CLEANING ADVICE <sup>1</sup>	CLEANING HANDLING
A	DRY CLEANING
B	CLEANING WITH WATER
C	CLEANING WITH WATER + DETERGENT
LOADING OR LOADING GROUP	
A	<b>GRAINS AND SEEDS</b>
A	Vermiculite
A	Cellulose
A	DERIVATES of copra, palm, citrus, peanuts,...
B	Phosphate
B	Potassium
B	Potash
B	Sulphur
B	Sand (construction)
B	Fly ash (wet)
B	Ground ash
B	Gravel
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)

<sup>1</sup> This is a cleaning advice. The LCI decides finally on release of the loading area for loading with animal feeds.

B	Di-ammonium phosphate (DAP)
B	Mineral clays ( <i>used for detoxification</i> )
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
B	Tree bark and wood chips.
B	Wood pellets
B	Biomass
B	Tyres
B	Old paper
C	Coal
C	Anthracite
C	Extracite
C	Cokes
C	Ferrous and non-ferrous metals (greased and/or oiled)
<b>MINERALS / METALS / (AN)ORGANIC SUBSTANCES WITH A HAZARD</b>	
B	Salt
C	Petcoke. After the transportation of petcoke demonstrable cleaning by tank cleaning with the issuing of a tank cleaning certificate.
C	Metal flakes and turnings ( <b>which are degreased, washed and dried</b> )
C	Non-ferrous concentrates/ores( zinc/lead/copper)
C	Turf
C	Potting compost containing chemical fertilisers (from Cat 3)
C	Shredder flakes ( <b>metal parts if the particle size is greater than 10 mm and fat-free – oil-free</b> )
C	Metal/HMS flakes (heavy metal scrap) <b>which are degreased, washed and dried</b>
C	Package flakes

**HACCP WORK PLAN 9c**

**PERMITTED PREVIOUS LOADS IN CONTAINER TRAFFIC**

**OBJECTIVE:** Preventing by way of guidelines the contamination of animal feed and foodstuffs by undesirable previous loads.

1. As the containers are received and delivered filled and closed, there is no cleaning procedure for previous loads which applies to the container vessel.
2. Prescribed previous loads in the containers take place (in principle) in the same way as in the guidelines for tanker vessels and dry loading of vessels (see Work Plans 9 a+b).
3. Deviations from this rule will take place at the behest of and in consultation with those with an interest in the load.

## HACCP WORK PLAN 10a

### PERMITTED TEMPERATURES IN THE EVENT OF TANKER TRANSPORT

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

The IASC 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.

PRODUCT	MINIMUM TEMP C.	MAXIMUM TEMP C.	
CASTOR OIL	30	35	
COCONUT OIL	40	45	
COCONUT FATTY ACIDS	40	45	
COTTON SEED OIL	20	25	
FISH OIL	30	35	
FISH FATTY ACIDS	35	40	
PEANUT OIL	20	25	
SHEA BUTTER	50	55	
PIG FAT (LARD)	51	54	
LINSEED OIL	15	20	
MAIZE OIL	15	20	
RAPESEED FATTY ACIDS	30	35	
OLIVE OIL	15	20	
PALM OIL	50	55	
PALM OLEIN	32	35	
PALM STEARIN	60	70	
PALM FATTY ACIDS	60	70	
PALM KERNEL OIL	40	45	
PALM KERNEL OLEIN	30	35	
PALM KERNEL STEARIN	35	40	
PALM KERNEL FATTY ACIDS	40	45	
RAPESEED OIL	15	20	
SAFFLOWER OIL	15	20	
SESAM SEED OIL	15	20	
SHEANUT BUTTER	50	55	
SOYA OIL	20	25	
SOYA/SUNFLOWER/MAISE FATTY ACIDS	45	50	
SUNFLOWER OIL	15	20	
CATTLE/VEGETABLE FAT (TALLOW)	55	60	

**HACCP WORK PLAN 10b**

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

**OBJECTIVE:** To protect products which are sensitive to temperature changes by way of guidelines from decay 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 premixes.

**HACCP WORK PLAN 10c**

**PERMITTED TEMPERATURES IN THE EVENT OF CONTAINER TRANSPORT**

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

The Hygiene Code 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 premixes.

The following products may not exceed the temperatures specified below because of the growth of micro organisms:

FROZEN FRUIT JUICES / ICE	- 20 <sup>0</sup>
FROZEN FISH	- 18 <sup>0</sup>
OTHER FROZEN FOODSTUFFS	- 18 <sup>0</sup>
FROZEN BUTTER & OTHER FATS	- 14 <sup>0</sup>
FROZEN POULTRY & GAME	- 12 <sup>0</sup>
FROZEN MEAT	- 10 <sup>0</sup>
OTHER FROZEN FOODSTUFFS	- 10 <sup>0</sup>
MILK PRODUCTS	+ 4 <sup>0</sup>
POULTRY & RABBIT	+ 4 <sup>0</sup>
FISH, MOLLUSCS, SHELLFISH	in melting ice.
MEAT	+ 7 <sup>0</sup>
MEAT PRODUCTS	+ 6 <sup>0</sup>

There are also instructions for much higher maximum temperatures (to be provided by the client):

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**

**SAMPLING of PRODUCTS**

**OBJECTIVE:** For the purposes of identifying the batch and to examine the creation of any contamination and prevent consequential damage, each batch may be sampled at both the point of loading and unloading. Sampling enables the batch to be identified and there can be an examination of whether any contamination has taken place.

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

**SHIPPER** : .....

**LOADING/UNLOADING LOCATION** : ..... **DATE** :  
.....

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

**SAMPLING OF LOADING COMPARTMENTS**

Ex vessel compartments : .....

Number of quality samples : ..... per B/L / average vessel / per batch

Number of weight samples : ..... per B/L / average vessel / per batch

Number of open samples : ..... per B/L / average vessel / per batch

Sealing : .....

**NAME OF SAMPLER** : .....

**STORAGE OF SAMPLES**

The samples in question for all batches should be kept for at least six months if sealed and at least 3 months if not sealed. The storage of samples should take place as much as possible under the prescribed conditions (cool and dark) so that the condition of the sample does not change.

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**DETAILS** : .....

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.....

**HACCP WORK PLAN 12**

**PROTEST LETTER relating to animal feed and foodstuff safety checks**

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

**LETTER OF PROTEST**

**DATUM/DATE** :  
**AAN/TO** :  
**VAN/FROM** :  
**BETR./RE.** : **tltr/barge** :  
                  : **Partij/parcel** :  
                  : **Plaats/place** :  
                  : **Ex/ex** :

---

L.S.,  
Hierbij delen wij U mee, dat bij bovengenoemde belading/lossing geen controleur aanwezig was.

Wij, als eigenaar/schipper charterer van het bovengenoemde schip zijn niet aansprakelijk voor een eventuele vertraging en/of voor verschillen in de kwaliteit en/of kwantiteit van de vervoerde partij(en).

To whom it may concern,

We hereby wish to inform you that no superintendent was present during the above-mentioned loading/unloading.

We, as owner/shipper/charterer of the above mentioned vessel are not responsible for any delays and/or differences in the quality and/or quantity of the batch(es) transported.

**HACCP WORK PLAN 13**

**OBJECTIVE:** 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.

**QUALITY IMPROVEMENT FORM**

Number: .....

From : ..... Date: .....

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

DESCRIPTION OF QUALITY PROBLEM      Internal / External  
.....  
.....  
.....  
.....

Relates to department : .....  
Boat/dossier number : .....

Registration date quality improvement register : .....  
Initials for receipt of quality improvement form : .....  
Action to be taken by : .....  
Department : .....

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

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

Filing date quality improvement register: .....  
Initials for receipt  
.....

## **HACCP WORK PLAN 14**

### **REGISTRATION & DOCUMENTATION**

**OBJECTIVE:** To register and document all the relevant documentation for this Hygiene Code 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 captain/shipper 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 cargoes
Work Plan 10	- minimum and maximum temperatures
Work Plan 15	- verification
Work Plan 16	- review in the event of change (aftercare)

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	- sampling of products (identification & traceability)
Work Plan 12	- letter of protest
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.

**CHECKLIJST FOR PROCEDURES USED**

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

**SHIPPER:** .....

**LOADING/UNLOADING 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 cargoes	YES/NO
Work Plan 10	- minimum and 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

**OBJECTIVE:** To find out whether the Hygiene Code work plans lead in practice to the safe transport of animal feed and foodstuffs 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.

#### **Questions to be expected:**

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    **OBJECTIVE:**    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    **OBJECTIVE:**    To prevent through personal and also general hygiene on board that there is any negative effect on food safety.
- WP 5    **OBJECTIVE:**    To prevent contamination by harmful elements of animal feed and foodstuffs by cleaning loading compartments.
- WP 6,7+8    **OBJECTIVE:**    Ensuring that during transportation that no contamination by harmful elements of animal feed and foodstuffs can take place.
- WP 9    **OBJECTIVE:**    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    **OBJECTIVE:**    To protect products which are sensitive to temperature differences from decay or other processes which are harmful to animal feed and foodstuffs there should be guidelines to prevent this.
- WP 11    **OBJECTIVE:**    Each batch should be expertly sampled to examine the cause of any contamination and to prevent any consequential damage.
- WP 12    **OBJECTIVE:**    Attention is drawn to animal feed and foodstuff safety by submitting a protest against the absence of an inspector.
- WP 13    **OBJECTIVE:**    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    **OBJECTIVE:**    All the relevant documentation for this Hygiene Code 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    **OBJECTIVE:**    To find out if the Hygiene Code 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    **OBJECTIVE:**    The maintenance of the (legal) changes to the Hygiene Code.

## HACCP WORK PLAN 16

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

**OBJECTIVE:** In the event of changes to the product to be transported or in the transportation process or in the event of legal changes, the Hygiene Code 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 Hygiene Code will be carried out by 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 Hygiene Code.

## Appendix 3

### NATIONAL LEGISLATION

#### THE NETHERLANDS

1. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 31; Animal Feed Hygiene Regulation 2004, Art. 21, 22, 23
2. Order pursuant to the Commodities Act concerning Foodstuff Hygiene; Animal Feed Hygiene Regulation 2004
3. Order pursuant to the Commodities Act concerning Foodstuff Hygiene.
4. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 30, 31, 32; Animal Feed Hygiene Regulation 2004, Art. 6, 7, 21, 22, 23, Appendix 2
5. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art.30 section 2; Animal Feed Hygiene Regulation 2004, Art. 6 section 2, section 3
6. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 35, Art. 36, Art. 37; Animal Feed Hygiene Regulation 2004, Appendix 2 section on Storage and Transport
7. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 30 section 2a; Animal Feed Hygiene Regulation 2004, Art. 6 section 2a
8. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 30 section 2b, c; Animal Feed Hygiene Regulation 2004, Art 6 sections 2 b,c
9. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 30 section 2d; Animal Feed Hygiene Regulation 2004, Art. 6 sections 2 d,e, f and g, Art. 6 section 3, art. 7
10. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 30 section 2e; Animal Feed Hygiene Regulation 2004, Art. 6 section 2 g, art. 6 section 3, art. 7, Appendix 2 section on Documentation
11. Order pursuant to the Commodities Act concerning Foodstuff Hygiene; Animal Feed Hygiene Regulation 2004
12. Order pursuant to the Commodities Act concerning Foodstuff Hygiene; Animal Feed Hygiene Regulation 2004
13. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 34
14. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 33 sub a; Animal Feed Hygiene Regulation 2004, Appendix 2 section on Storage and Transport Art 2
15. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 33 sub b; Animal Feed Hygiene Regulation 2004, Appendix 2 section on Storage and Transport Art 2
16. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 36; Animal Feed Hygiene Regulation 2004, Appendix 2 section on Storage and Transport Art. 4
17. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 25; Animal Feed Hygiene Regulation 2004, Appendix 2 section on Production Area and Equipment Art. 2 Storage and Transport Art. 4
18. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 37 section 1; Animal Feed Hygiene Regulation 2004, Appendix 2 section on Storage and Transport Art 5
19. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 34a, Art. 37 section 2; Animal Feed Hygiene Regulation 2004, Appendix 2 section on Storage and Transport Art 6
20. Order pursuant to the Commodities Act concerning Foodstuff Hygiene, Art. 30 section 2e; Animal Feed Hygiene Regulation 2004, Art. 6 section 2g, art. 6 section 3, art. 7, Appendix 2 section on Documentation

Note: In addition to the (hygiene) instructions in this Hygiene Code there must always be compliance with the (other) legal provisions relating to the safety of foodstuffs and animal feed.